Request for Quotation

For services

RFQ-REG-01

Issued: January 15, 2021 -- **REVISED March 9, 2021**

Safe Migration in Central Asia Project

Regional-Central Asia

Cooperative Agreement: 72011519CA00002

Country: Central Asia Regional

Geographic Code:



Table of Contents

[Introduction 3](#_Toc66129955)

[Submission Details 4](#_Toc66129956)

[Submission Deadlines 4](#_Toc66129957)

[Electronic Submissions 4](#_Toc66129958)

[Evaluation of Quotations and Vendor selection 4](#_Toc66129959)

[Instructions to Vendors 4](#_Toc66129960)

[Terms of Reference: 4](#_Toc66129961)

[Terms of Submission for interested Vendors: 5](#_Toc66129962)

[Items of Consideration: Selection Criteria 5](#_Toc66129963)

[Award 6](#_Toc66129964)

[Detailed Specifications 6](#_Toc66129965)

# Introduction

The USAID-funded Safe Migration in Central Asia (SMICA) project works with local and international organizations, governments and civil society to connect individual country approaches into cohesive regional strategies to strengthen bilateral and multi-country actions to promote rights-based migration and counter trafficking in persons; reduce the vulnerability of at-risk populations to all forms of trafficking-in-persons; and expand and improve identification and assistance to trafficked persons.

Millions of Central Asians leave their homes and countries each year in search of better work opportunities, primarily due to economic and demographic reasons. Some countries such as Kazakhstan and Russia have labor deficits, while Kyrgyzstan and Uzbekistan have a labor surplus. The need for people to migrant for work increases their vulnerability to exploitation, including the risk of trafficking in persons (TIP). TIP adult victims in Central Asia differ from those of most developing countries in that they usually have secondary or higher education.

Nearly a third of the Central Asia’s (CA) population is under 15, with a median age of 27. Kyrgyzstan, Uzbekistan and Turkmenistan have young population in CA with approximately 30% of population between 14 and 30. Approximately 20% in Kazakhstan fall into that category. The governments of the region are unable to meet the needs of their growing population and are not creating enough jobs employ all those entering the workforce. The rate of youth with NEET status (not in employment, education or training) in CA is nearly one in five. Given these large youth populations who are unemployed, SMICA plans to focus on youth interventions that can raise awareness and develop solutions using information technologies.

SMICA plans to implement an IDEA-CHALLENGE (the Challenge) for 14-21-year-olds in four CA countries (Kazakhstan, Kyrgyzstan, Turkmenistan and Uzbekistan) that will focus on problem solving and increased understanding about TIP. The Challenge will be an online process, where youth participate in online and distant education courses on TIP, safe migration, and development of video-editing skills. The next stage is a problem-solving exercise to develop solutions that can effectively combat TIP and promote safe migration in their communities. The process will be supported with mentorship from representatives of SMICA, NGOs, and experts engaged by the Vendor. Participants will submit their solutions in a video presentation on social networks that feature the Challenge hashtag. Winners will be selected and announced in a regional online conference. The Challenge will have its own website to share general information, educational resources, and to feature the video solutions developed by the participants.

# Submission Details

## Submission Deadlines

All questions and other communications regarding this RFQ should be submitted in writing to SMICAProcurement@winrock.org. Written responses to questions will be made available to all applicants. Questions must be submitted by March 15, 5 PM EST (UTC 5) and answers will be posted by March 17, 5 PM EST (UTC 5).

Applications must be received no later than 5:00 PM EST (UTC-5) on **Friday March 26, 2021.**  Late submissions will not be accepted. All applications are to be submitted following the guidelines listed below. Telephone requests will not be honored. Applications which were submitted under the March 3, 2021 deadline are considered valid, unless the Vendor would revise and re-submit it by the deadline mentioned above.

Winrock International may request additional documentation after the bid deadline.

## Electronic Submissions

 Electronic applications must be sent to the following email address SMICAProcurement@winrock.org with the subject line “Idea Challenge”

## Evaluation of Quotations and Vendor selection

The evaluation Committee reviews applications and selects a Vendor in 2 stages: consideration of the application for compliance with the qualification requirements and an interview.

Winrock will evaluate complete vendor applications to determine which application represents the best value to Winrock. This is an unsealed solicitation request. Winrock reserves the right to negotiate with the vendors with or without discussion.

## Instructions to Vendors

* Validity of bid: 60 working days starting from the submission date.
* Provide a detailed description of the services to be provided
* Cost quoted must include unit price and total price
* Include VAT if applicable
* Provide complete banking information of the Vendor
* Winrock reserves right to make changes or cancel this solicitation as required by USAID

## Terms of Reference:

* The Vendor must be legally registered
* The Vendor must have a license if such a license is required for business activities
* The Vendor should have relevant work experience for at least 2 years in one of the four Central Asian countries (Kazakhstan, Kyrgyzstan, Turkmenistan or Uzbekistan).
* Prior experience in organization of youth contest, with usage of IT solution.
* The Vendor has the right to propose implementation of activities requested by this RFQ in one or more of the four above mentioned Central Asian countries.
* Availability of partners or possibility of establishing cooperation with partners in four Central Asian countries in case of proposal for two or more countries (Kazakhstan, Kyrgyzstan, Turkmenistan and/or Uzbekistan) is an advantage. In case of application for more than one CA country (Kazakhstan, Kyrgyzstan, Turkmenistan or Uzbekistan), the Vendor is responsible for trainings in all proposed countries
* Experience in organization of regional contests/challenges is an asset.

## Terms of Submission for interested Vendors:

Interested vendors, commercial and noncommercial organizations that meet the above requirements must submit an application that will include the following documents:

* Information about the implementation team, including CVs highlighting their specific relevant experience for each country as relevant.
* Information about previously implemented similar projects at the national and regional level (if available), including youth competitions using ICT solutions.
* Project budget: price offer for the competition in one or more Central Asian countries (Kazakhstan, Kyrgyzstan, Turkmenistan and/or Uzbekistan), in accordance with the below mentioned tasks and work schedule. If the Vendor does not have branches in other countries but plans to implement activities there, the cost of attracting the necessary partners and team to organize this competition must be provided by the Vendor.
* A copy of the registration document, confirming that the Vendor has been working in this field for at least 2 years, in one of the four above mentioned Central Asian countries.
* A copy of the license if such a license is required for business activities
* This RFQ is issued in English and Russian, if any discrepancies, then the English version prevails.

## Items of Consideration: Selection Criteria

Applications will be assessed on both technical merits based on portfolio review and interview, as well as price reasonableness.

|  |  |
| --- | --- |
| **Merit Review Criteria**  | **Points**  |
| **1.**   |  **Past Performance (will be assessed based on provided information about previously implemented similar projects)** | **30**  |
|   | Prior experience in organization of youth contests, with usage of ICT tools |   |
| **2.**  | **Capacity to fulfill the task (will be assessed based on interview)** | **40**  |
|   | Relevance/capacity of proposed team composition  |   |
| **3.  Cost Effectiveness of the Proposed Budget** **(will be assessed based on proposed budget and clarified during interview)** | **30** |
|  | Reasonability of price determination based on provided budget; comparative analyses between the vendors on provided costs.  |   |
| **Overall Rating (out of 100 points)**  | **100**  |

# Award

Winrock anticipates to notify successful vendor and provide agreement for signature the week of April 21, 2021. The period of agreement is not more than 4-5 months.

# Detailed Specifications

**TASKS:**

**Stage 1**

* Develop a concept note that details the Challenge process, including a list of webinars and video-trainings, and a schedule of milestones. The note should also include participation criteria and the process for selection of winning submission, in collaboration with SMICA.
* Develop educational materials to increase the knowledge of the IDEA-CHALLENGE participants on TIP, safe migration, and creating video-presentations of solutions. This will also include a plan to:
* Identify key speakers and webinar structures in the country and coordinate the preparation process. At least 4 webinars should be conducted in each of the four countries for a total of 16 webinars. Speakers and webinars should use local language of the appropriate country with a Russian transcript.
* Develop at least three training videos for self-learning of the participants in local language of the appropriate country (Kazakh, Kyrgyz, Turkmen or Uzbek) with a Russian transcript.
* Develop the list of educational resources to be made available online, including statistical data, which participants will use for self-learning on specific topics.
* Form a selection panel, including representatives of SMICA and CTIP NGOs in four CA states.
* Develop a website which technically has to support 5 languages (Kazakh, Kyrgyz, Russian, Turkmen and Uzbek) and launch a presentation video that highlights the Сhallenge on the same five languages.
* All visual materials must comply with USAID branding and the Winrock SMICA branding and marking plan, which will be provided by communications officer.

**Stage 2**

* Launch the Challenge in one or more CA states (Kazakhstan, Kyrgyzstan, Turkmenistan or Uzbekistan) through targeting participants on social media, relevant messenger channels, youth channels, co-working centers, mass media websites (where possible), bloggers, and CTIP NGOs.
* Registration of participants including relevant contact information.
* The Vendor should ensure at least 60 contestants in one country (except Turkmenistan which should be a minimum of 40 participants), so overall minimum 220 participants from four countries.
* Launch and conduct a 4-week educational phase, **including at least four webinars and three online training videos in one country**. Overall 16 webinars and 12 online training videos for 4 countries.
* Conduct speed-mentoring online sessions: each participant should have access to **at least one speed-mentoring online session or consultation (individual or group)** during the idea-elaboration stage.

 **Stage 3**

* Collect submissions and manage selection panel to finalize winners. At least 50% of the participants, who underwent educational phase (during Stage 2) should submit ideas/presentations.
* Conduct online conference for presentation of video solutions by finalists. Announce results and the winners. There is no funding of winners envisioned. The winners’ work will be featured on the website.
* Provide participants with a certificate of participation in the Challenge (if necessary, the Vendor must obtain the appropriate licenses/permits)
* Develop final info-graph video on the results of the challenge, depicting major results and the three best solutions.
* All visual materials must comply with USAID, SMICA, and Winrock branding requirements, which will be provided by a Winrock Public Relations Specialist
* Upload all presentations from the participants to Challenge website.

**EXAMPLE OF SIMILAR CHALLENGE:** <http://challengeca.tilda.ws/ideachallenge2020>

**TIMEFRAME:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverable** | **Timeframe** | **Payment** |
| 1 | **Stage 1.** Concept Note. List of webinars (webinar structure, keynote speakers and schedule) developed, at least three video-trainings completed, list of resources developed. Presentation video and website developed, tested, and launched. Selection Panel approved by SMICA.  | 60 calendar days | 20% |
| 2 | **Stage 2**.Idea-challenge announced and advertised to engage participants. List of participants formed, including at least 60 contestants per country; for Turkmenistan: at least 40 participants. Interim report on launching the Challenge submitted to SMICA. All educational sessions conducted. Speed-mentoring completed.  | 30 calendar days  | 40% |
| 3 | **Stage 3.** Video presentations from the participants collected, filed and shared with the Selection Panel. Selection process finalized. Final info-graph video produced and online conference conducted to announce the winners. Final report developed and submitted to SMICA | 45 calendar days. | 40% |